



## ***Writ of Attachment on Personal Property*** Intake Sheet

\_\_\_\_\_ **Writ of Attachment**

Original and copy for each defendant  
Order to break and enter (tangible property)

\_\_\_\_\_ **Certified Copy of the order**

Stating that it is a Pre-judgment Writ

\_\_\_\_\_ **Copy of the Bond on Attachment**

That was filed with the court

\_\_\_\_\_ **Letter of Instruction to include:**

Description & location of property to be seized  
Address of judgment debtor(s)  
The bonded transportation & storage company to  
be used. (If you have no preference, indicate "transport &  
store at the discretion of the Sheriff").  
Value of the property to be seized

\_\_\_\_\_ **Bond of Indemnity to the Sheriff**

Twice the value of the property to be levied upon  
(Minimum bond is \$5,000.00)

\_\_\_\_\_ **Sheriff's Notice Regarding Storage (blue sheet)**

Have attorney or plaintiff sign it. This is to let them  
know that they are responsible for storage fees

\_\_\_\_\_ **Sheriff's Fee**

**\$153.00** + mileage to the location of the property and  
**\$6.00** for each certified mailing to judgment debtor(s)